



Summer 2021 Application

Application Process Overview

Thank you for your interest in California Volunteers' California Climate Action Corps (CCAC) Summer Program. Building upon the pilot fellowship launched in January, the CCAC Summer Program will leverage the impact of AmeriCorps to advance climate action in your community that engages your community, cultivates change, and leaves a lasting impact. As the lead implementation partner responsible for administering this program, Bay Area Community Resources (BACR) is excited about the possibility of partnering with you.

Your application will help BACR staff understand your project and identify alignment with our programmatic priorities. Completion of the application form does not ensure you a Fellow placement, nor does it obligate you or your organization to participate in any way. This application form is merely the first step in the selection process. The entire process is outlined below.

- *You complete and submit the online application form.*
- *Program staff reviews your application form internally.*
- *Program staff contacts you to discuss your proposed project, programmatic goals, and next steps to ensure a good fit with the program goals and structure.*
- *If approved, the following four activities must be completed prior to your Fellow arriving on-site in June. These activities can occur concurrently.*
 - *Your organization and BACR execute a Memorandum of Understanding that outlines mutual roles, expectations, and responsibilities.*
 - *You (and your designated "Site Supervisor" if not you) review and interview pre-screened candidates and notify program staff of interest in a candidate(s). Program staff make the final placement offer, based on your selection.*
 - *Your designated "Site Supervisor" participates in a partner orientation webinar.*
 - *On-site staff make all necessary preparations for the Fellow(s) arrival, including workspace, computer, etc. (BACR will provide you a checklist).*

Note that unlike most AmeriCorps programs, in this pilot year, Host Partners are not expected to provide any match funding, though there is an opportunity to identify match support if you do have resources you can utilize to support this effort.

*All fields marked with a * are required.*

Organizational Information

In this section, you will provide key organizational details.

*** (required) Organization Name****Organization Website***** (required) Type of Organization***** (required) Organization Description***** (required) Street***** (required) City***** (required) State***** (required) Zip Code**

Contacts

[New Contact](#)

In this section, you will provide key organizational contacts.

Specify an individual for each role below. The same person can be noted for multiple roles, however, only one person should be identified as the "project contact." Add additional contacts as needed.

- *Partner Applicant = applicant filling out this form; BACR will contact for initial project communications.*
- *Site Supervisor = anticipated on-site project supervisor who will oversee the Fellow(s) on a day-to-day basis.*
- *Billing contact = contact to process payments.*
- *Executive Director = contact to sign any agreements.*

The program plans to send out a monthly newsletter with program stories and links to other statewide events and resources. We will not add someone to the distribution list without permission.



- ☒ Partner Applicant
- ☒ Executive Director
- ☒ Billing Contact
- ☒ Site Supervisor



Test

Supervisor

Supervisor

test@bacr.org

123456789

- ☐ Partner Applicant
- ☐ Executive Director
- ☐ Billing Contact
- ☒ Site Supervisor





- ☐ Partner Applicant
- ☐ Executive Director
- ☐ Billing Contact
- ☒ Site Supervisor



Project

Project Description

In this section, you will provide a general title for the overall initiative as a whole, describe the desired climate action project activities, describe target climate benefits, describe the nexus to vulnerability for the project, and describe how this will provide a strong growth experience for the participating Fellows.

As this program is focused on mobilizing climate action through place-based community service projects

that engage citizens, cultivate change, and leave a lasting impact, we are looking to support projects that include or combine at least the following elements:

- *Defined and measurable climate pollution reduction mitigation or resiliency adaptation benefits (e.g. projected GHG reductions, wildfire risk reduction, flood protection, increased green space, etc.).*
- *Volunteer mobilization to provide service activities for community members to volunteer with, supports their engagement, and registers their service.*
- *Climate education focused on building awareness and engagement with climate issues among community members.*

Partner proposals may combine these elements into one initiative (e.g., an effort to build a stronger community volunteer program focused on urban greening) or may task Fellows with addressing them through separate project tasks (e.g., a volunteer campaign around energy conservation and a tree planting event).

Make your responses as compelling and appealing as possible; BACR will use your text to post projects for candidates to consider when applying to the program. Strong descriptions are likely to attract more candidate interest.

*** (required) Overall Title**

*This will be listed on our website for potential Fellows to review. You want your title to be engaging to candidates. Note: This **should not** be the position title or name of the role. Rather, it should be a descriptive title that captures the overall intent/broad focus of the project. Title is limited to 100 characters.*

Tester

*** (required) Project Description**

test

*** (required) Approach for tracking service activities**

For the project(s) described above, please outline (in no more than 600 words) how you anticipate tracking climate actions completed (e.g., trees planted, units of energy or water saved, pounds of food waste diverted, number of homes protected, acres of land treated for fuels reduction, etc.) and/or community members educated?

test

*** (required) Growth Opportunity**

The program is committed to providing an exceptional professional growth opportunity for our Fellows both through the projects they implement and through mentorship and leadership they experience while serving in your organization.

To help potential candidates better understand your organization and community culture, please describe (in no more than 400 words) how serving with your organization will be a good professional development experience by addressing the following elements:

- *Why your community is an interesting place to live and work.*
- *How you envision providing mentorship and leadership development for the Fellows.*
- *What your workplace culture is like.*

test

This section includes options to describe your project's focus and main activities. We will use this categorization to match proposals with candidate interests, and rank applications in accordance with our

programmatic priorities. For the main activities, you will estimate the percentage of the project that fits each criteria. The total should equal 100%

ACTIVITIES

What type of activities will the Fellow(s)' project service focus on? This can be a mix of some or all activity types listed below. Enter the estimated % of the Fellow(s)' service dedicated to each activity. Enter zero if the project will not include that activity. Note that at least 20% should be volunteer support since that is a specific element of every Fellow placement. The total should equal 100%

*** (required) Climate Action Implementation**

*** (required) Climate related education**

*** (required) Volunteer Support**

PROJECT FOCUS

What are the primary and (if applicable) secondary climate actions for this project(s)? If you want to highlight more than two focus areas, select "other" and list them all in order there.

You will pick a primary and if desired a secondary option

*** (required) Primary**

*** (required) Secondary**

*** (required) Other Secondary Focus - Description**

Desired Fellow Skills and Support For Fellow

In this section you will outline the number of Fellows you are interested in bringing on for your project(s), outline desired skills and abilities, confirm understanding of supervisory and hosting responsibilities, and outline any optional resources for Fellows.

How many local and/or remote Fellows do you want to bring on this summer (ideally 3-7)?

*** (required) Local**

3

*** (required) Remote**

4

*** (required) Local Service support**

Given current pandemic conditions, not all partners are working on-site or doing "in-the-field" activities. To help us identify suitable candidates and to understand your plans, can you briefly (60 words or less) let us know the degree to which you want or need Fellows who can serve on-site (e.g., in-office) and/or in the field and what your capacity to provide safe and appropriate protection for them is?

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*** (required) Desired Skills and Traits**

*In order to best identify the Fellow(s) who will be most successful in your project, **please provide a brief description (no more than 200 words) of the traits or skills you would like to see in a Fellow.***

Note: our primary Fellow applicant demographic is recent college graduates and other emerging leaders. We may not be able to accommodate a need for advanced degrees or highly technical skills. This description will be used on our website in conjunction with the project description for Fellows to view when applying to the program.

test

GENERAL SKILLS

What are the primary and (if applicable) secondary general skills or experiences you are looking for in a candidate?

You will pick a primary and if desired a secondary option

* (required) Primary

Community Engagement

* (required) Secondary

Facilitation

TECHNICAL OR SUBJECT MATTER SKILLS

Which, primary, and (if applicable) secondary technical or specific subject matter skills or experiences would add value to your project(s)?

Note: As most applicants are current college students or recent graduates and emerging leaders, BACR cannot guarantee a particular technical skill-set or degree (e.g., engineering) for CCAC Summer Fellows. We will strive to align project needs and Fellow skills to the extent possible.

* (required) Primary

Other

* (required) Primary - Other - Description

test

Secondary

Workforce Development

Supervisor Responsibilities

Our program is committed to developing the next generation of climate leaders by providing a strong professional development experience for Fellows. A critical part of that experience is placing Fellows under the guidance of a Site Supervisor who can help each Fellow learn, grow, and benefit from experience

under the guidance of a Site Supervisor who can help each Fellow learn, grow, and benefit from exposure to their host organization and network. As the host organization, you will need to identify one co-located Site Supervisor for the Fellow(s) who will oversee daily project tasks on site. Site Supervisor responsibilities include:

- *Acting as a mentor to the Fellow and supporting their professional development;*
- *Conducting weekly check-ins with each Fellow;*
- *Overseeing Fellow(s)' project work (including providing regular feedback and/or guidance); and*
- *Partnering with BACR or Regional Partner staff to resolve any challenges or concerns.*

*** (required)**

I agree that our organization will identify one Site Supervisor who will participate in the startup process (application interview, candidate selection process, partner orientation) and can fulfill the responsibilities outlined above during the term

I understand and agree

*** (required) Workspace Availability**

If approved, you will need to either provide a suitable and dedicated workspace for your Fellow(s) in an office setting (including a desk in a shared office or cubicle, computer, telephone, and any other appropriate and necessary office technology) OR be able to support your Fellow serving remotely (through technical and supervisory support).

Please confirm you will have an adequate workspace ready for your Fellow or can provide appropriate remote support (IT and logistical support).

I agree

AmeriCorps Considerations

For this final section, we want to be sure you understand certain conditions we have for the program.

BACR is working with a network of intermediary partners. They will be managing the program more directly. You may have heard about this program from one of them or be familiar with them.

*** (required)**

If you were referred to this application by one or would prefer to work with one please select them below.

The Energy Coalition

As a federally-funded program, AmeriCorps Fellows are only allowed to work on contracted activities, are not allowed to engage in fundraising, and are prohibited from engaging in certain activities. Please review the list of restrictions on Fellow activities (see link below).

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AmeriCorps-prohibited activities

(https://docs.google.com/document/d/1RJzzt4WHOk8AqybErt1ZPt_TYXbR7SFimbtqd4zns9o/edit)

*** (required)**

Once you have reviewed this list, please check below that you understand these restrictions and agree that Fellows will only engage in allowable activities during the implementation of your project scope.

I understand and agree



PLEASE NOTE: After you submit your application, you should receive an email confirmation. Please check to be sure you receive this confirmation (and check your spam filter). If you do not receive a confirmation email, your application may not have been submitted. Please contact Kif Scheuer (kscheuer@lgc.org, <mailto:kscheuer@lgc.org>)) right away if you submit an application and do not receive a confirmation.